



**QUAKERTOWN BOROUGH
POLICE DEPARTMENT**

35 NORTH THIRD STREET
QUAKERTOWN, PA 18951
PH (215) 536-5002

Chief Scott C. McElree

SUBJECT:

OPEN RECORDS POLICY

ORDER #: 4-012

ISSUE DATE:	EFFECTIVE DATE:	BIENNIAL REVIEW DATE:	RESCINDS PREVIOUS ORDER #:	PLEAC #
Sept. 30, 2006	Sept. 30, 2006	Sept. 30	N/A	4.11.1

REQUESTS:

Public records will be available for inspection and copying at the Quakertown Borough Police Department during normal business hours with the exception of holidays.

Requests shall be in writing and directed to the Chief Scott C. McElree at the Quakertown Borough Police Department at 35 North Second Street Quakertown, PA 18951. Written requests shall include the date of the request, the name and address of the requester and a clear description of the records sought. There shall be no limitations on the number of records requested and there shall be no requirement to disclose the purpose for the request.

FEES:

- Copies - \$0.25 per page
- Certification of a Record - \$1 per record
- Specialized Documents (blue prints etc.) – Actual Cost
- Facsimile/Microfiche/Other Media – Actual Cost

RESPONSE:

Police Department employees shall cooperate with those requesting records to review and/or duplicate original Police Department documents while taking reasonable measures to protect Police Department documents from the possibility of theft and/or modification.

All personal information, such as dates of birth and/or social security numbers from all persons mentioned in any records shall be redacted by the Police Department to help eliminate the possibility of identity theft.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

APPEALS PROCESS

If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response or within 15 business days of a deemed denial with the:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
Phone # 717-346-9903
FAX # 717-425-5343
E-Mail openrecords@state.pa.us

Open Records Office
Det. Lt. Robert M. Gorman
District Attorney's Office
55 East Court Street
Fourth Floor
Doylestown, PA 18901
Fax: 215-348-6299
(E-mail) darighttoknow@co.bucks.pa.us

IV. DISTRIBUTION:

All police officers.

V. RESPONSIBILITY:

It is the responsibility of all police personnel to become familiar with this policy and to adhere to its procedures.

VI. REVIEW:

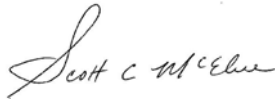
This policy shall be reviewed periodically and amended as needed.

VII. AMENDED:

Amended September 17, 2009

VIII. EFFECTIVE DATE:

This Order effective: September 30, 2006.



BY ORDER OF: _____.

Chief of Police